



Executive Headteacher: Miss R. Sandell

Headteacher: Guy Fairbairn

5 September 2019

Dear Parent/Carer,

SCHOOL ACTIVITY CLUBS – AUTUMN TERM 2019

Application forms for next term's internal activity clubs and the choirs will shortly be available on our website and in our office reception area. There are just a few changes to note:

- We have said a temporary goodbye to the Gardening Club - this will return in the Spring term in line with the growing season. The Book Club has also ended for now.
- Coach Richard has distributed details of the trials for the Football Squad for Years 5 and 6, which will run on Thursdays. He will not be continuing to run a separate Football Club until the Summer term (but SCL continue to run an external club at the school on Fridays).
- All other clubs continue from last term although the Art Club will now be for Year 6 only and the Storytime Club will be for those in Years 1 and 2 (Reception children will be able to join in the Spring term). The Cello Club, however, has been extended to those in Year 2.
- The Infant Choir has switched day and will now be on Thursdays, in line with the Junior Choir (to make it easier if you have a whole family of singers).
- A full list of clubs (internal and external) will shortly be available on the website. I shall text updates if new clubs become available later in the term.

FEES: Thank you to those who paid promptly last term. All charges will be put on ParentPay following the allocation of places and you will need to pay by Friday 20th September to secure your child's place in a club.

CONCESSIONS FOR THOSE ENTITLED TO FREE SCHOOL MEALS: Please remember that there is now a £1 charge per session for those entitled to concessions. In most cases this amounts to a cost of £10 for this term.

CHOIRS: Separate arrangements apply to these school representative groups. The Choirs continue to be free – however, fresh application forms will be required for continuing members. If your child wishes to join or continue in a choir, please complete the requisite form – there is no deadline for submitting application forms for the Choirs.

GENERAL POINTS: Please note the following general arrangements that still apply to all Clubs, the Football Squad and the Choirs:

- Please read the information "About the Club" on each form and discuss this with your child. It is not in anyone's interest for a child to be an unwilling attendee!
- Ensure the club applies to your child's age group and note the selection criteria to avoid false expectations and disappointment.
- Please indicate clearly on the form whether your child will usually be collected, will walk home (years 5 & 6 only) or will go to After-School Club after their activity. Please ensure any collection is made PROMPTLY at the correct time and from the correct place (as set out on the Club letter).
- If your child is given a place in a club, they should attend regularly as they may have denied a place to another child. If they cannot attend a session (eg, they have an

appointment), please advise the adult in charge, either directly or via the school office. If a child is absent from a club for two consecutive weeks without any explanation from a parent, their place may be cancelled and offered to another child.

- No refunds are made for non-attendance.
- If a club is cancelled by the school, notice will be given wherever possible and a refund will be made or an extra session will be given.
- Club members are expected to follow the school values at all times. Where they do not do so, parents will be advised and if there is no subsequent improvement in a child's behaviour, they will lose their place in that club. No refunds will be made in such circumstances.

APPLICATION PROCESS

Please note the following timescales which will be strictly adhered to: -

By Friday 6th September - Forms available in the Office and on the school website.

An application for each club must be made on the relevant form and only one child should be named on each form. If you have previously been advised your child is on a waiting list, a fresh application form will still be needed to show continued interest. **All forms should be completed and returned to the Clubs Post-box in the Office area.**

Wednesday 11th September 5:00pm: FORMS CUT-OFF

Forms should be returned by this time and date to stand the best chance of your child being allocated a place: the most popular clubs (eg Cooking Club) are likely to be oversubscribed by then.

By Friday 13th September Parents will be advised by text if their child has a place in a club.

Friday 20th September Full payment MUST be made on ParentPay.

W/C Mon 23rd September All internal Clubs and the Choirs commence. CHILDREN WILL ONLY BE ABLE TO ATTEND IF FULL PAYMENT FOR THE TERM HAS BEEN MADE

Where a club is oversubscribed, children who cannot be offered a place will be held on a waiting list and you will be advised if a space becomes available.

NB: Clubs are NOT filled on a first come, first served basis – any forms received by the CUT-OFF will be considered as per the criteria set out in the relevant club letter. Once a club is full, with a waiting list, forms will be removed from the office. Applications can still be made for those clubs where spaces remain available.

ANY QUESTIONS?

In case of queries, please leave a message with the school office or e-mail me at aburcombe@monksorchard.co.uk – please do not e-mail forms to this address.

FORMS SHOULD BE PLACED IN THE CLUBS POST-BOX ONLY.

Yours sincerely,
Alma Burcombe
Extra-Curricular Activities Leader